



Technical Division

Guidelines for Working in Industrial Building #2, Building #2A and Midway Machine Shop

Written By:	_____	Date:	_____
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I. INTRODUCTION

This document describes the policies that regulate activities for personnel working in the Industrial Building 2 (IB2), 2A, Debonding Oven Boneyard and IB2 Midway Machine Shop. These policies apply to all Fermilab employees and all registered laboratory visitors working in these areas. Guidelines for working in IB#2 will also include all of the above mentioned areas.

II. ACCESS/RESTRICTIONS

A. Working Visitors

Upon arrival, working visitors will be expected to report to either their designated IB2 liaison (usually the person with whom they are collaborating), the IB2 Building Manager, or the IB2 Alternate Building Manager, unless previous arrangements have been made with one of the above-mentioned IB2 staff. In either case, it is important that someone in a position of responsibility is aware of the presence of the working visitor in the event of an emergency situation. Working visitors that have occasion to bring in additional short-term (< 1 day) visitors to IB2 must inform their IB2 liaison.

Upon approval of the IB2 Building Manager, long-term visitors may be temporarily issued keys to the building to facilitate working during non-

standard hours. When leaving the building, it is the responsibility of the last person to ensure that all doors are properly locked.

B. Crane Operation

Operation of overhead cranes in IB2 is restricted to only those employees who have received approved training and can demonstrate competence in the hoisting and rigging activities proposed.

III. SAFETY

A. General

It is the responsibility of the individual's supervisor or contact person to ensure that personnel working in IB2 are properly trained and qualified to perform their assigned task. As a minimum this should include Haz Com, LOTO and GERT or radiation training as required by the FNAL Radiological Control Manual.

Working personnel should familiarize themselves with the ES&H bulletin board located on the main floor at the center of the building, along the Northeast side next to the main aisle. This board lists important information regarding safety procedures, building management, emergency wardens, etc.

The Southeast personnel door is designated as emergency only exit. Entrance to the building through this door is not allowed.

Appendix A lists phone numbers which may be useful to persons working in IB2.

B. Personnel Protective Equipment

IB2 has been designated as a safety footwear and approved eye-protection facility. Employees and working visitors must wear approved foot protection (safety shoes) while working in shop, production, testing and laboratory areas. Casual visitors are not generally required to wear safety footwear. Safety glasses are required to be worn in the high-bay and shop areas of the building. Safety glasses are not required in, office areas, washrooms or the lunchroom. "Visitor" safety glasses can be found in dispensers located at the entrances to the high-bay and shop areas of IB2.

C. Fire Alarm

A fire alarm (constant klaxon) indicates a fire in the building. All personnel will evacuate the building upon hearing this alarm. In the event that evacuation of the building is required, assemble with the other IB#2

personnel at the designated area until one of the IB2 emergency wardens or your liaison has been notified that you have indeed left the building. The official meeting place for building occupants in the event of an evacuation is the East side of IB2 at the parking lot. If no regular IB2 staff members are present in the building when the alarm sounds, go to a safe location and dial 3131. Explain the nature of the emergency to the Emergency Service Department Operator.

D. Tornado Alarm

In the event of severe weather (tornado), a steady siren is heard throughout the Industrial area. This alarm indicates the approach of severe weather and requires all personnel to proceed to the designated shelter area. In IB#2 the tornado shelter is the lunchroom and Production Office located on the main floor at the South West side of the building. See Attachment 1.

E. Radiation Safety

IB2 is classified as a Radioactive Materials Area. Personnel access to this facility is restricted to personnel who have received, at the minimum, Fermilab General Employee Radiation Training (GERT). Untrained personnel may enter the production floor area provided they are escorted by personnel who have received the necessary training.

The IB#2 Building Manager shall be notified prior to the introduction of any radioactive materials into the building. This notification will allow for the proper review of safety issues and preparation of appropriate work and/or storage areas.

F. Harmful Materials

Chemicals may not be brought into IB#2 without the approval of the Building Manager. Any chemicals brought into IB#2 must be accompanied by the most recent MSDS and be able to be stored without requiring any additional storage capabilities than already exist within the building. Such materials shall not require any special protective equipment or disposal not already available.

There are various chemicals and solvents in IB#2 that could be harmful if misused or used without the proper personal protective equipment. Material Safety Data Sheets (MSDS) for all such materials at IB#2 are available at the MSDS station located on the main floor at the Northeast side near the main aisle. The Kiosk Station at this location can be used to access this information. Working visitors who have occasion to use such materials (already existing) must read and comply with the regulations on

the appropriate MSDS. Any uncertainty in the proper use of such materials should be resolved by the Building Manager.

G. Smoking Policy

To comply with Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace," Fermilab can no longer allow smoking inside any building on the site, including portakamps. Smoking will only be allowed outside at designated locations away from building air intakes. See Attachment 2.

H. Eating/Drinking

Eating and drinking are not permitted on the production floor. Eating and drinking is permitted in the lunchroom and offices. See Attachment 3.

I. Children

Children under the age of 18 years are not permitted on the production floor of IB#2 nor in any of the offices within the building unless specific permission is granted by TD Division Head in consultation with the Radiation Safety Officer. Requests for access will be reviewed on a case-by-case basis. Approved access by children under 18 years of age must be under adult supervision at all times. See Attached TD-1040.

J. Parking

Parking is not allowed against any of the Industrial Buildings. Personnel may park in the parking lot located to the East or West of the buildings.

IV. COMPLIANCE

It is expected that all working personnel will comply fully with these policies and procedures. These guidelines have been developed to ensure that all operations at IB2 are conducted in a safe manner consistent with Fermilab Environment, Safety, and Health Policies. As stated in the preface to the Fermilab ES&H manual, non-cooperation or flagrant disregard for these policies are grounds for disciplinary action or denial of access to these facilities.

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Midway Machine Shop****Appendix A****Fermilab Emergency Phone Number - 3131**

Position	Name	Phone	Page	Long Distance Page
TD Senior Safety Officer	Richard Ruthe	5424	1158	630-266-6842
TD Radiation Safety Officer	Mike Herr	3382	0753	847-536-2668
TD Waste Coordinator	Mike Herr	3382	0753	847-536-2668
IB2 Building Manager	Gary Sliwicki	4291	0698	630-722-1568
IB2 Alternate Building Manager	Howard Brooks	3557		